

Next Level Trails Quarterly Report Template

Project Name: Historic Vernon to Muscatatuck Park
Grant #: NLT-02-08
Contact Information: Brad Bender – Project Manager - brbender@benderprojects.net
Report Date: 2ndnd Quarter 2023 (April. 1-June 30, 2023)

Progress Report

(provide additional detail in Narrative Section below)

Timeline	Task	Status
<i>February and March 2023</i>	New Town Administration	<i>Completed</i>
“	Committee Meetings	<i>Completed</i>
“	Download NLT Guidance	<i>Completed</i>
“	Establish New Schedule	<i>Completed</i>
“	Letter and Conference to DNR	<i>Completed</i>
“	RFP sent to Design Firms	<i>Completed</i>
	Receive, review and score RFP from Design Firms	<i>Completed</i>
<i>April to June 2023</i>	Compile Past Project Documents	<i>Completed</i>
	LOI to property Owners	<i>Completed</i>
	Funding Documentation & Stakeholder Contact	<i>Completed</i>
	Select and Contract Design Firm	<i>Completed</i>
	Topographic Survey	<i>Completed</i>
	Title Searches	<i>Completed</i>
	Select Appraisal and Buying Firm	<i>Completed</i>
	Preliminary Plan and Profile Sheets	<i>Completed</i>
	Easement Plats and Descriptions	<i>Completed</i>
	Also see attached Task list and Gantt Chart for work in progress and planned schedule	

Match / Grant Spend Overview

Category/General Description	Match Funds	NLT Funds
<i>Phase 1: Land Acquisition – Title Search</i>		
<i>Phase 1: Design - Surveying</i>		

To date no funds have been drawn down or utilized for this project from either State or Local sources. Invoices for services listed above were presented to the Town in early June, and will be processed and the draw procedure begun by the end of the month.

Narrative Section

Progress since last report: Contact with all stakeholders, property owners, selection of design and appraisal/buying firms, utility locations, topographic survey, determined the use and easement width for the unimproved section, preliminary plan and profiles, easements plats and description, all documents uploaded to town website

Anticipated work next quarter (next steps):

Month 1: July Begin Appraisal process, field geotechnical
Month 2: August Final Geotechnical, Environmental, 50% Design, Begin Buying Process
Month 3: September Finalize Acquisition, Design to 75% for QCQA

Land Acquisition summary (attach parcel table if necessary): None at this time, plats and descriptions sent to appraisal/buyer

Permitting/Environmental summary: None at this time, awaiting some clarification from DNR on necessary documents

Design/Engineering summary: A preliminary set of plans with survey and plan and profile is available on the Town website

Obstacles or hardships: None at this time.

Potential scope or budget changes: A time extension and modification for bid alternates has been discussed and will be needed

Information needed from DNR or external stakeholders? Awaiting clarification on environmental needs

Soundbite (How would you describe the current status of the project to local media or elected official in a few sentences?):

In the 3 months since the new Town Administration has taken office, they have officially started the project, much work has begun, many tasks completed, to where the project is on track and staying on track.

Contact has been made with all stakeholders, and as the County halted all rock climbing activities the easement width through the unimproved section was set at 10 feet in width and private owners that had concerns can be informed there will be no future climbing involved.

Committee meetings have been held, field work has been visible to the public, updates presented and discussed in Town meetings, the project is transparent and available to all on the Town website.

The general public has stated they are glad to see progress and moving forward.

**Attach photos of any progress on the ground (DNR may use for promotional purposes as well as for monitoring progress).
None at this time**

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	Tasks	Assigned To	Start Date	End Date	Health	Status	Notes	Predecessors	Duration
1	Funding Documentation		03/09/23	05/25/23		Complete			56d
2	<input type="checkbox"/> Engineering Selection		03/24/23	05/25/23		Complete			45d
3	RFQ Due		03/24/23	03/24/23		Complete			1d
4	RFQ Review		03/30/23	03/30/23		Complete			1d
5	RFQ Scope & Fee Negotiations		04/05/23	04/05/23		Complete			1d
6	Award and Notice to Proceed		04/13/23	04/13/23		Complete			1d
7	Appraisal & Buyer Selection		05/11/23	05/25/23		Complete			11d
8	<input type="checkbox"/> Design Services		04/13/23	01/01/24					188d
9	Topographic Survey		04/13/23	05/25/23		Complete			31d
10	Easement Plat & Description		05/25/23	06/12/23					13d
11	Archaeological		04/13/23	08/30/23					100d
12	Environmental		04/13/23	08/30/23					100d
13	Geotechnical		06/01/23	08/15/23					54d
14	Utility Coordination		05/01/23	10/02/23					111d
15	50% Plans - Grade, Alignment, Structure Design		05/01/23	10/02/23					111d
16	Trail Engineering & Structure Final Plans		09/01/23	11/01/23					44d
17	Final Plans to DNR & Review		11/02/23	12/18/23				16	33d
18	Permit App and Review - Building, Rule 5 & INDOT		12/19/23	01/01/24				17	10d
19	Final Plans for Bidding		01/01/24	01/01/24				18	0
20	<input type="checkbox"/> Easement Acquisition		04/13/23	09/21/23					116d
21	Letter of Intent		04/13/23	05/05/23		Complete			17d
22	Title Search		04/24/23	05/11/23		Complete			14d
23	Appraisal / Waiver		06/19/23	07/20/23					24d
24	Offers / Negotiate		07/21/23	08/21/23					22d
25	Closing / Recording		08/21/23	09/21/23					24d
26	<input type="checkbox"/> Bidding		02/01/24	04/01/24					43d
27	Notice to Bidders / Legal Ad		02/01/24	02/15/24					11d
28	Pre Bid		03/01/24	03/01/24					1d
29	Addenda		03/08/24	03/08/24					1d
30	Open Bids		03/15/24	03/15/24					1d
31	Review and Award		03/15/24	04/01/24					12d
32	<input type="checkbox"/> Construction		04/01/24	03/31/25					261d
33	Begin Construction		04/01/24	04/01/24					1d
34	Substantial Completion		02/28/25	02/28/25					1d
35	Final Completion		03/01/25	03/31/25					22d
36	Opening Ceremony		04/19/25	04/19/25					0
37									

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